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APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date August 21, 1980	1. Agency Address Georgia Department of Agriculture Plant Industry Division Entomology 19 M.L.King, Jr. Dr. SW Atlanta, Georgia, 30334	Application Number 296 - A	
Application Number 212		Date Received AUG 25 1980	Date Completed SEP 8 1980
2. Person to Contact John Ridley		Working Title Asst Director	
		Telephone Number 656-3641	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 296 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1/1/77 Latest to date		5. Records Series Title (followed by title used in office, if different) OUT-OF-STATE NURSERY LISTS	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. Entomology office works to eradicate and control agricultural pests and to protect homeowners and farmers in purchasing plants. Inspection and reporting are vital regulatory functions in which the nursery lists serve as a tool toward this end.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Out-of-state nurseries authorized to ship plants into Georgia. Included are: a printed listing of nurseries from each state that are authorized to ship plants into Georgia.			
File is arranged: alphabetically by states.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 10 ; Seven to twelve months old 10 ; Thirteen to twenty-four months old 5 ; twenty-five months and older 1 ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 2 ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>2</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need. Lists are used to check on nurseries shipping plants into Georgia to be sure that the nurseries are licensed within their home state.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other see below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

The nurseries list from a given state is placed in a file folder. When a more current list is received from a state, it is filed within the folder, making two lists - current list + 1. When the next list is received, the oldest copy is withdrawn from the file and destroyed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>Ellis D. Sikes</i>	21 Aug 80	<i>Ellis D. Sikes</i>	21 Aug 80												
<p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> <table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>Wm. J. Sikes</i></td> <td>9-5-80</td> </tr> <tr> <td>Secretary of State/Designee</td> <td><i>Carroll Hart</i></td> <td>9-2-80</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>W. J. Sikes</i></td> <td>9-5-80</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>Wm. J. Sikes</i>	9-5-80	Secretary of State/Designee	<i>Carroll Hart</i>	9-2-80	Attorney General/Designee	<i>W. J. Sikes</i>	9-5-80
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